



Instructions for Crime Prevention and Gang Prevention/Intervention Applicants

To put together your application, follow the instructions in this section and assemble your application in the order indicated. Your project narrative, which consists of sections 1-3, may not exceed 8 double-spaced, single-sided pages using 12-point typeface and 1-inch margins.

Applications should be stapled or held together with a binder clip in the upper left corner. Do not bind your application or submit it in a folder. Your application must also be three-holed punched on the left side.

The original and six copies should be submitted by the deadline, Monday April 29, 2002 by 3:00 pm.

Continuation Funding

No project is guaranteed continuation funding. Due to a 29% decline in available funds this year, you should not expect to receive the same level of funding. Rather, you should expect that if your project is awarded funding, the amount will be less than your current award.

Any project that fails to demonstrate effectiveness will not be funded. You must provide evidence that your project is meeting its goals and objectives and is successful. You must show that a concerted effort has been made to find funding support through other public or private funds to keep your project running. You must also provide evidence that your project receives community support and that you are committed to networking and uniting with other youth serving organizations.

Cover Sheet

Complete the cover sheet. In Box 7, check "Enhance an Existing Program." You must show a 25% cash and/or in-kind match in Box 13.

Any matching funds that you list in Box 13 will need to be tracked and documentation provided. It is recommended that you only list the minimum match requirement here. You may list other sources of match in your Budget Narrative.

Section 1: Project Summary

Provide an overview of your current program that also includes a budget summary. Attach this summary immediately after the Cover Sheet.

Section 2: Program Progress to Date

The information for this section should be taken from your quarterly reports. List your project goals and objectives. After each objective, list your accomplishments to date. You may do this in a two-column format with goals and objectives listed in one column and accomplishments listed in the other column. If you have not accomplished a goal or objective, or if you have fallen short of your goal or objective, you must provide an explanation and detail what corrective is being taken.

Following a report on your goals and objectives, you may include any additional information that demonstrates your project's effectiveness.

Special Requirement for Crime Prevention Applications

It is critical in this section that you also identify how your program is preventing crime.

Special Requirement for Gang Prevention/Intervention Applications

It is critical in this section that you identify how your program is preventing gang activity or is intervening with gang members.

Section 3: Project Plan Revisions

In this section, provide information about any program changes and modifications. Include information about any new or modified program elements such as new staff members, new goals or objectives, and new target population.

If you are not making any changes to your program, please indicate that your program plan has not changed and that you will maintain your current project goals and objectives.

Section 4: Budget Matrix, Narrative and Matching Funds

Review the Budget Guidelines to help you complete this section. Complete the Budget Matrix and attach this form immediately after Section 3 of your application. The WordPerfect version of the Matrix will automatically add each column for you. Highlight the columns you want calculated (including the total or subtotal column), right click on your mouse button, and select "QuickSum". The Word version of the Matrix will need to be calculated by hand.

Following the Budget Matrix attach a detailed budget narrative. This narrative should clearly identify grant-funded expenses and those expenses being attributed to cash and in-kind match. Provide a detailed explanation of the source of your matching funds and how these funds are being used to maintain your program. Include how you plan to continue funding this project in future years.

Conclude this section with information regarding your organization's fiscal officer, including phone number and contact information.

Attachments

Attachment A: Letters of Participation.

The letters should detail the specific contribution the agency/organization is providing for your project. These should **not** be letters of support. You are required to have letters from at least two organizations.

Attachment B: Consultant Resume(s)

Include only if applicable. Do not include staff resumes.

Appendix 1

Review the Certified Assurances and Grant Conditions. Have this form signed by the appropriate authorized official. This form is only required to be attached to your original grant application. It is not necessary to include this form with your six copies.

Application Checklist

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| | Cover Sheet – Filled out appropriately with budget amounts matching the Budget Matrix and Budget Narrative. |
| | Signatures – Required on Cover Sheet and specified Appendices |
| | Section 1 – Project Summary |
| | Section 2 – Program Progress to Date |
| | Section 3 – Project Plan Revisions |
| | Section 4 – Budget Matrix, Narrative and Matching Funds |
| | Page Limit – 8 page limit for Sections 1-3 |
| | Attachment A - Letters of Participation (DO NOT INCLUDE LETTERS OF SUPPORT) |
| | Attachment B – Consultant Resume(s) (if applicable) |
| | Appendix 1 – Certified Assurances and Grant Conditions |
| | Copies - (1) original with Appendix 1 and (6) copies without Appendix 1(stapled or held with a binder clip and three-hole punched on the left side) |
| | Deadline - Monday, April 29, 2002 at 3:00 pm - 101 State Capitol Building, SLC, UT (Late applications will NOT be accepted.) |